CITY OF HOUSTON
Job Posting

1	*Applications accepted from:* **All PERSONS INTERESTED**
2	*Job Classification* **Microcomputer Analyst**
3	*Posting Number* **PN#110699**
4	*Department* **Department of Public Works & Engineering**
5	*Division* **Resource Management**
6	*Section* **Information Technology (Code Enforcement)**
7	*Reporting Location* **3300 Main St**
8	*Workdays & Hours* **M-F, 7am - 4pm* Some weekends***

*Subject to change

9   *DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS*

Installs personal computer hardware and software. Coordinates installation, configuration, troubleshooting and user training and education for the department's computer and communications equipment. Assists users in micro-to-mainframe computer system linkage. Monitors and evaluates all computer networks, ensuring proper work integration and effectiveness. Uses personal computer software to develop and implement personal computer information systems. Coordinates and presents in-house classes on computers and software; provide department follow-up training as appropriate. Prepares and tracks microcomputer related purchase requisitions. Handles special projects as assigned.

10   *WORKING CONDITIONS*

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

11   *MINIMUM EDUCATIONAL REQUIREMENTS*

Requires a Bachelor's degree in Computer Science, Management and Information Systems (MIS) or a closely related field.

12   *MINIMUM EXPERIENCE REQUIREMENTS*

Two (2) years of professional experience in systems analysis, design, programming or a closely related field are required.

13   *MINIMUM LICENSE REQUIREMENTS*

Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

14   *PREFERENCES*

None

15   *SELECTION/SKILLS TESTS REQUIRED*   None

However, the Department may administer a skill assessment evaluation.

16   *SAFETY IMPACT POSITION*   ■ Yes   No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17   *SALARY INFORMATION*

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 20
$1,151 - $1,643 Biweekly $30,041 - $42,882 Annually

18   *OPENING DATE:*   May 24, 2006

19   *CLOSING DATE:*   May 31, 2006

20   *APPLICATION PROCEDURES*

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-0571. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer

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